RPC Minutes
May 7, 2014

Present: Jennifer Teper (chair), Kirstin Dougan (minutes), Dan Tracy, Atoma Batoma, Qiang Jin

1. AP Research Report:
   - EC discussed and largely supported this report. They suggested a small change in the language to be inserted into AP job descriptions/job postings to suggest that research may be related to daily work if desired, to read:
     “Academic Professional employees are encouraged to use “investigation time” to pursue areas of interest, whether or not directly in support of an immediate program need, in accordance with the University Library’s policy on Investigation Time for Academic Professional Employees <http://www.library.illinois.edu/administration/human/resources/investigationtime.html>. Some investigations originating in this manner may evolve into regular work assignments or production activities.”
   - RPC will administer the requests and will update our website accordingly to include APs where appropriate, including sources of AP-only funding on campus
   - The budget request has been amended. Rather than increasing the RPC budget, RPC will review AP requests and any that are approved by the committee will be sent to Dean Wilkin and he will identify gift funds to be used.
   - **ACTION:** Jennifer will draft a message for LibFac-L announcing this and we can edit via email.

2. Brownbags:
   - **ACTION:** Kirstin will follow up with Beth W. about scheduling the next one.

3. Assessment Committee:
   - Dan has met with them and they are in favor of coordinating efforts to cross-refer applications as appropriate between the two groups.
   - They suggested that both sets of application materials be updated to give clear guidelines for applicants of when it is appropriate to consider approaching one group or the other.
   - **ACTION:** A small (2 people from each group) subcommittee will be formed to work on this. Dan and Qiang have volunteered from RPC and Dan will contact Assessment to move forward with this.
   - **ACTION:** RPC’s website needs to be updated to include Assessment as a source of funding.

4. Budget Review:
   - We are effectively spent out for the year. Whether or not we end slightly in the red will depend on whether current awardees are over or under budget.
   - Jennifer has created a mail-merge and templates to simplify the award letter/spreadsheet update process.
   - **ACTION:** Jennifer will send a note to LibFac-L announcing the most recent award and stating that we will no longer take applications for this FY.
   - **ACTION:** Jennifer has Kathie’s latest quarterly report and will send updates to current awardees about their budget status.
5. Award Criteria Updating:
   - We brainstormed a draft list of considerations/issues at our last meeting.
   - It was suggested that we bring the topic to the July Faculty meeting for discussion.
   - **ACTION:** Kirstin will go through the draft list and make a draft of some proposed criteria to bring to the faculty as a whole (we’ll discuss it at our next meeting).
   - **ACTION:** Jennifer will go through the last few years of awards and quantify how many awards:
     - have gone to one person or multiple people
     - have gone to tenured or untenured or emeritus faculty
     - have been for certain dollar amounts ($1-500, $500-1000, etc.)
   - **ACTION:** Jennifer will contact the Faculty Meeting Agenda reps to get this item on the agenda
   - **ACTION:** Beth Sandore will work with Kathie Veach to create a workshop about pursuing external grant money.

6. RPC Website:
   - **ACTION:** If you were assigned pages to review and we discussed them and came to agreement on changes, please update the pages in the CMS.

Next Month’s Meeting:
   - **ACTION:** Jennifer will send out the draft Kirstin created of revised application form in advance so we can discuss.
   - We will work together to finalize materials to share at the July faculty meeting concerning revised award criteria proposal.